

City of Chattanooga, TN
Personnel Class Specification

Class code 0099

FLSA: Non-Exempt

CLASSIFICATION TITLE: PAYROLL TECHNICIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform general support functions relating to payroll processing for an assigned department or division. Duties and responsibilities include, but are not limited to: receiving/inputting employee payroll information into computerized systems; verifying/editing information; processing payroll information and printing employee checks; preparing various correspondence, reports, and summaries; and performing other duties as required. Duties and responsibilities may vary depending upon department assignment.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Receives employee payroll worksheets; edits and verifies information is correct; updates employee name and address changes; utilizes payroll system computers to input data; keys in proper access codes; identifies payroll keying errors; calculates payroll totals; contacts appropriate individual to discuss errors and/or discrepancies; reconciles any discrepancies found.

Keys, verifies, and edits various payroll/benefit deductions; keys/verifies payroll deductions for insurance, credit union allotments, union dues, and United Way; keys/edits nonstandard deductions and court-ordered activities such as garnishments, IRS levies, and government loan processing; keys/verifies W-4 withholding forms and employee insurance election/cancellation forms.

Processes direct deposit of employee pay; keys/verifies direct deposit authorization documents; maintains direct deposit procedures; sends transmissions to bank; assists in resolving failed transmissions and notifying bank of successful transmissions.

Inputs employee leave information; edits leave accrual on payroll runs; notifies supervisor when no balance is available for employee to use.

Ensures all supporting payroll documentation is present prior to processing; compiles documentation; assembles payroll registers, deduction registers, check registers, and payroll worksheets; notifies appropriate individual when documents are

incomplete; submits all reports and/or supporting documentation to accounting for record keeping and verification purposes.

Prints payroll checks; uses computerized system to process/print employee payroll checks; verifies that information is correct and accurate prior to printing; calibrates check signing machine to assure signature plate is aligned properly prior to printing; inputs check numbers into check register log book; finalizes printing prior to next output; types manual payroll checks to replace lost or stolen employee checks.

Distributes payroll checks to assigned departments; sorts final checks by department; attaches payroll registers; distributes to authorized personnel; acquires appropriate signature for distributed checks.

Maintains the integrity and efficient operation of computerized system; verifies totals produced by computer to ensure proper reporting of employee deductions, pay and other related information; identifies inaccurate calculations and other system errors; notifies appropriate individual when problems arise.

Researches problems and discrepancies; responds to inquiries from employees, supervisors, and other staff.

Composes, types and/or prepares employee withholding information (W-2), correspondence, letters, memoranda and documents for assigned department; prepares year end and other specialized reports as required; reviews for accuracy and completeness; makes copies, faxes, and/or files for departmental use and future reference.

Maintains departmental databases, employee files, and master files; inputs information into computerized systems and maintains hard copies; ensures data is accurate and correct prior to being input; transmits records to microfilm or other archive storage as required; purges old information when necessary.

Greets visitors and answers incoming calls; provides information and/or responds to questions; routes calls and visitors to appropriate individual and/or takes messages as required.

Attends meetings, seminars, workshops and other training classes as necessary to keep apprised of changes in legislation and/or current industry trends.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) to two (2) years previous experience and/or training involving payroll processing or general administrative functions; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well established policies, procedures and standards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment in situations characterized by repetitive or short cycle operations covered by well established procedures or sequences.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.